

FA-20 Combining the INT-FA-006 and INT-FA-007

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to combine the FBR Fixed Assets Outbound Interface to FCCS Report (INTFA006) and FBR Fixed Assets Begin Balance Outbound Interface to FCCS Report (INTFA007) in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG explains how to combine the INT-FA-006 and INT-FA-007 reports. Combined, these reports provide a full view of year-end asset position but need to be combined manually. The specific function of each report is below:

- FBR Fixed Assets Outbound Interface to FCCS Report (INTFA006)
 - Shows changes in the asset record since the start of the parameter fiscal year.
- FBR Fixed Assets Begin Balance Outbound Interface to FCCS Report (INTFA007)
 - Shows the beginning balances of the asset record for the parameter fiscal year.

When combined, the reports will show a beginning balance and changes to that balance resulting in a full view of end-of-year for Fixed Assets.

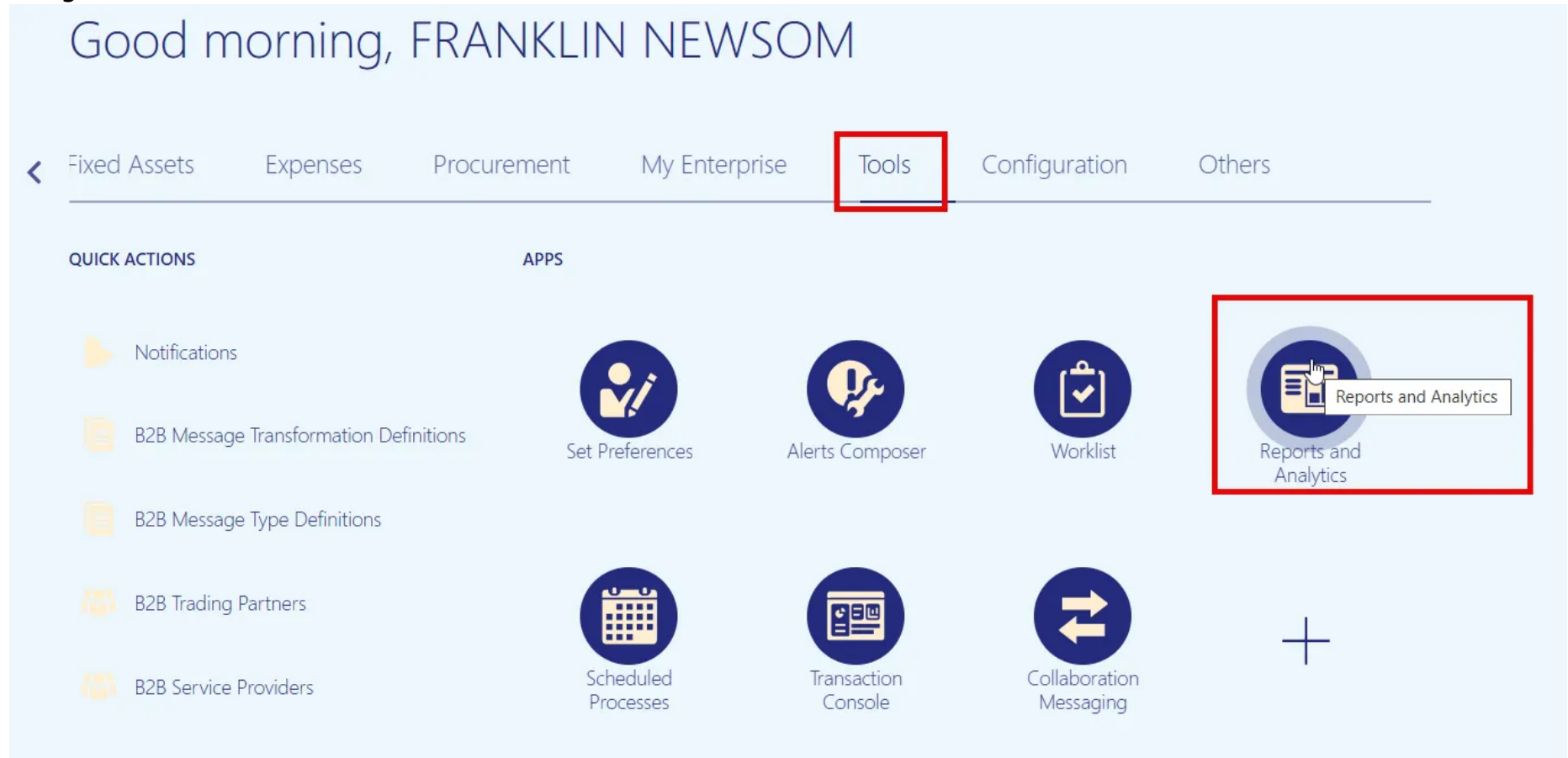
Generating INT-FA-006 and INT-FA-007

To generate the INT-FA-006 and INT-FA-007, please follow the steps below. There are 7 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

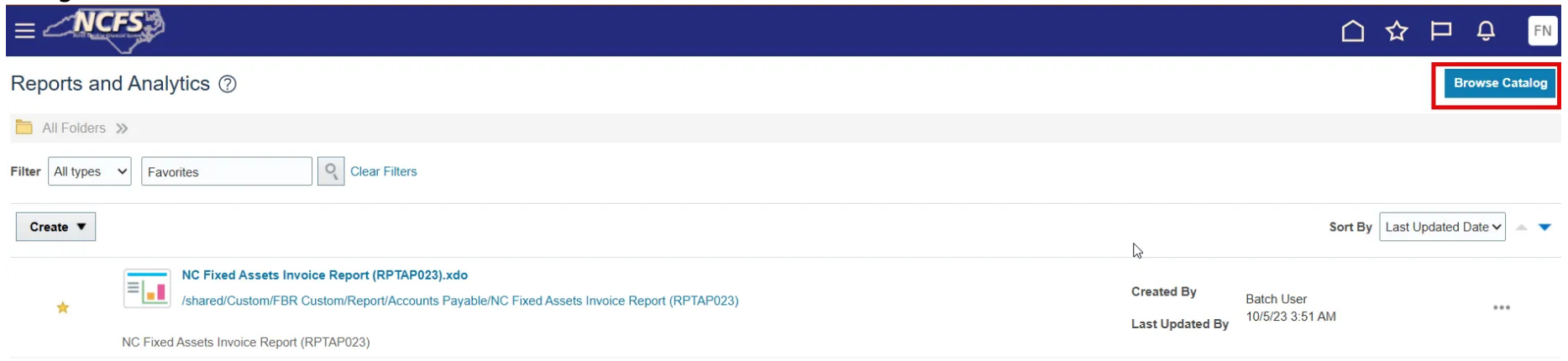
Step 2. On the **Home** page, under the **Tools** tab, click the **Reports and Analytics** app.

Image



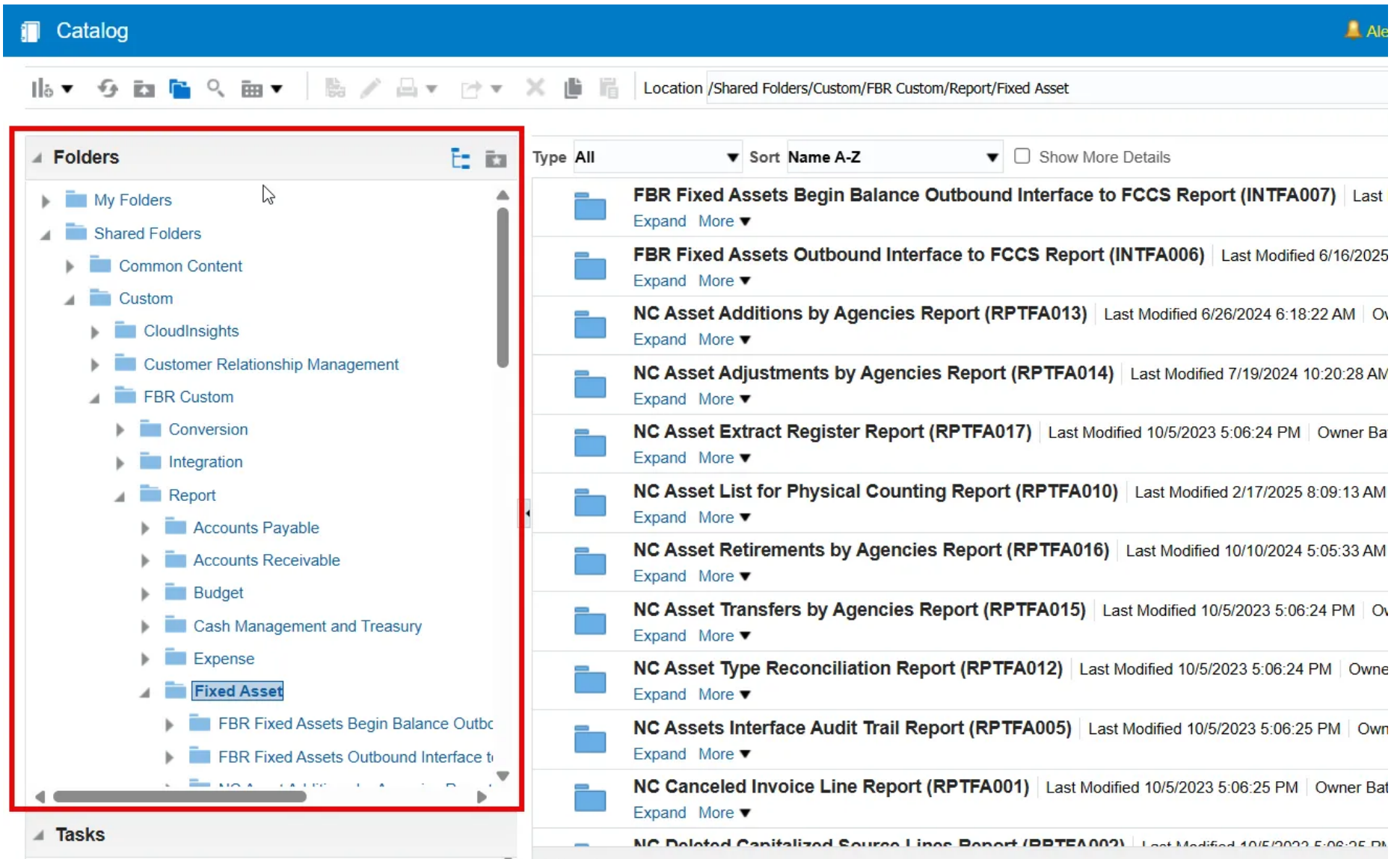
Step 3. On the **Reports and Analytics** page, click Browse Catalogue.

Image



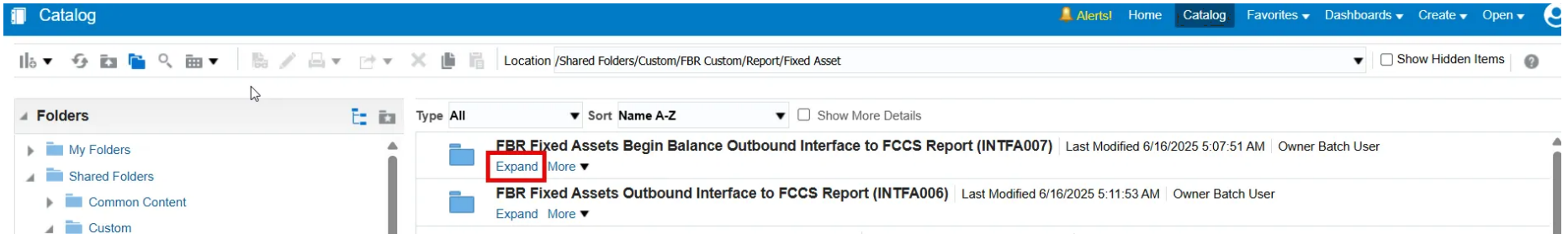
Step 4. A new tab will open. Navigate to the **Fixed Assets** folder with the following path in the Folder pane: **Shared Folders -> Custom -> FBR Custom -> Report -> Fixed Asset.**

Image

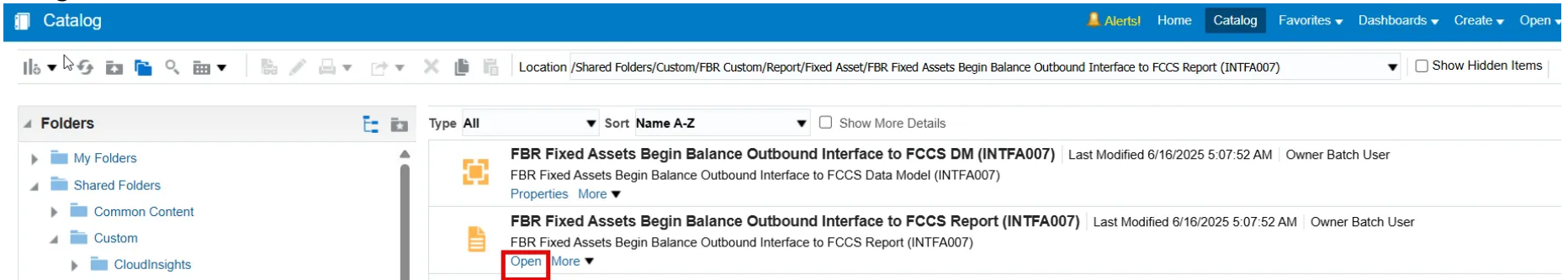


Step 5. Below the FBR Fixed Asset Begin Balance Outbound Interface to FCCS Report (INTFA007), click the **Expand** button. Once in the report folder, click the **Open** button.

Image

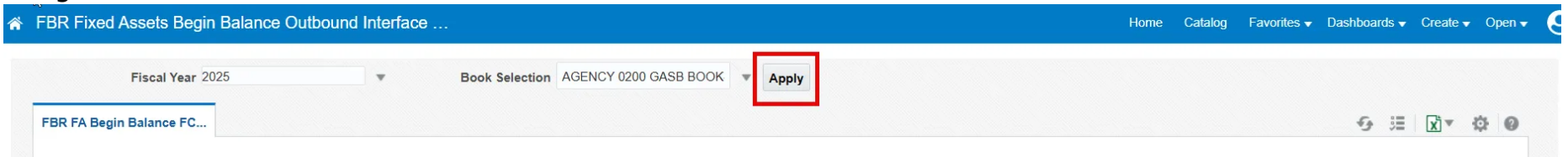


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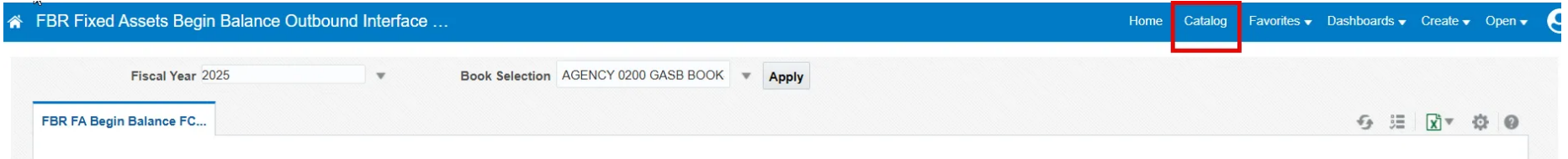
Step 6. Ensure the parameter values are correct then click **Apply**. INT-FA-007 will begin to generate as a download.

Image



Step 7. Click **Catalog** to go back to the folder structure. Repeat steps 5 and 6 for INT-FA-006.

Image



Combining INT-FA-006 and INT-FA-007

To combine the INT-FA-006 and INT-FA-007, please follow the steps below. There are 8 steps to complete this process.

Step 1. Once both reports have downloaded, open both in Excel.

Step 2. In this QRG, we will be taking data from INT-FA-007 and combining it with INT-FA-006 for both tabs of the excel reports. Open INT-FA-007 and navigate to the FA Outbound Detail Report tab. Find the last row number of your report.

In this example, our last row is 4,144.

Image

A11

fx

AGENCY 0200 GASB BOOK

	A	B	C	D	E	F	G	H	I	J	
1	 North Carolina Financial System Office of State Controller Fixed Assets Begin Balance Outbound Interface to FCCS 06/17/2025 10:32:25 AM										
6	Parameters										
7	Fiscal Year		2025								
8	Book Selection		AGENCY 0200 GASB BOOK-0200 ASSET BOOK FOR GASB								
9											
10											
4137	Agency	Asset Number	Asset Desc	Entered Period	Effective Period	In Service Date	Asset Type	Transaction Type	Transaction Date	GASB Fund	F
4138	AGENCY 0200 GASB BOOK	1303647	SBITA: PRESIDIO (1/2/23-1/1/26)			01/02/2023	CAPITALIZED			11000G	10
4139	AGENCY 0200 GASB BOOK	1303648	SBITA: AXON ENTERPRISES (7/2/23-6/30/33)			07/02/2023	CAPITALIZED			11000G	10
4140	AGENCY 0200 GASB BOOK	1303648	SBITA: AXON ENTERPRISES (7/2/23-6/30/33)			07/02/2023	CAPITALIZED			11000G	10
4141	AGENCY 0200 GASB BOOK	1303649	SBITA: PRESIDIO (7/28/23- 7/27/26)			07/28/2023	CAPITALIZED			11000G	10
4142	AGENCY 0200 GASB BOOK	1303649	SBITA: PRESIDIO (7/28/23- 7/27/26)			07/28/2023	CAPITALIZED			11000G	10
4143	AGENCY 0200 GASB BOOK	1303650	SBITA: DELL (5/1/23 - 4/30/26)			05/01/2023	CAPITALIZED			11000G	10
4144	AGENCY 0200 GASB BOOK	1303650	SBITA: DELL (5/1/23 - 4/30/26)			05/01/2023	CAPITALIZED			11000G	10

Step 3. In the cell navigator type the following: **A11:X(Row)**. (Row) is equal to the last row of your report.

In this example, we typed A11:X4144 into our cell navigator. Then, click **Enter** to select the data.

Image

A11:X4144

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A3301

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Step 7. Repeat steps 2 through 4 for the FA Outbound Summary Report tab.

Image

A30

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Step 8. With the two reports combined, you are able to filter on a single asset number to see the full view of an asset.

Wrap-Up

Generate and combine INT-FA-006 and INT-FA-007 using the steps above.

Additional Resources

- Virtual Instructor-Led Training (vILT)
 - [FA100: Asset Accounting](#)

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